

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

Subject:

WELLNESS PROGRAM

Regulation No:

2.41

Effective Date:

July 1, 2010

Supersedes: February 3, 2009

I. OBJECTIVE

Vienna's most valuable resource is its employees and the Town is committed to supporting the health and well being of its workforce. In recognition of these facts, a voluntary employee wellness program has been implemented as a means to inform, educate, encourage and aid employees in focusing on healthy lifestyles both on and away from the job.

Components of this include, but are not limited to, physical fitness, nutrition, stress management, self care, health education and smoking cessation classes plus health risk assessments.

II. APPLICABILITY

Any full or part time employee of the Town of Vienna may participate in the wellness program.

III. COMMITTEE

- a. A wellness committee will be established consisting of at least one employee from each Town division.
- b. Each employee member will be responsible for:
 - i. Communicating to coworkers the ideas, events and activities of the wellness committee;
 - ii. Developing, selecting and distributing incentives;
 - iii. Soliciting and receiving input from coworkers on current and future activities of the wellness program.
 - iv. Answering other employees' questions on or about the Town's wellness program.
- c. The committee shall meet as it deems necessary, but at least every other month. A member shall notify the Administrative Service Office in the event they are unable to attend the meeting, but do not have to send a substitute.
- d. The committee will elect its own chairman
- e. Minutes will be kept of each meeting, copies distributed to each member and maintained on file in the Administrative Services office.
- f. The committee may raise money so long as direct solicitation of area businesses does not occur. Sales and other activities may take place as long as they are held

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to employees and the general public at large.

IV. PROGRAM PARTICIPATION

- a. To enroll in the Town of Vienna Wellness Program, an employee must complete a release of liability form.
- b. EACH EMPLOYEE IS STRONGLY ADVISED TO CONSULT WITH THEIR PERSONAL PHYSICIAN PRIOR TO BEGINNING ANY FITNESS PROGRAM.**
- c. All employees are encouraged to attend any educational session and may do so without formally enrolling in the program. However, formal enrollment is required in order to participate in any physical fitness based activity.
- d. Employees who enroll in the wellness program will be allowed one half-hour of FiTime during each work day. FiTime :
 - i. Is to be used only to participate in wellness program activities, programs or functions.
 - ii. Is in addition to the usual lunch and break times of the employee.
 - iii. Is to be taken in one 30 minute block of time.
 - iv. Is to be taken during the work day so long as there is sufficient staffing on hand.
 - v. Must be authorized by supervisors to ensure sufficient staff coverage is in place. At work participants are subject to immediate recall to duty.
- e. The employee must provide in writing to the supervisor the date and time that the FiTime was taken so accurate records can be maintained.
- f. Police Department employees may elect to take either FiTime or that allowed under the LawFit program, but not both.
- g. Enrolled employees who do not participate in any wellness program activity during a six month period are automatically removed from the program and must re-enroll prior to receiving future FiTime.

V. PARKS AND RECREATION DEPARTMENT CLASSES AND ACTIVITIES

- a. Program participants can enroll in fee-based, wellness related classes sponsored by the Vienna Recreation Department at the reduced rate of \$10 per class.
- b. The Recreation Department will supply a listing of classes available for employee enrollment.

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- c. Class space is available on a first come, first served basis.
- d. Employees must sign up at the Community Center front desk in order to register for the class.

VI. OTHER WELLNESS PROGRAMS AND EVENTS


- a. Examples of Town sponsored wellness events may include:
 - i. Open Gym at the Community Center (hours to be provided)
 - ii. Walks on the WO&D Trail
 - iii. Community Center Classes
 - iv. Weight Watchers and other nutritional classes
 - v. Guest Speakers
 - vi. Educational Classes
 - vii. Health Risk Assessments
 - viii. Health and Wellness Fairs
- b. Examples of Fitness Activities
 - i. Walking
 - ii. Running
 - iii. Biking
 - iv. Rollerblading
 - v. Scootering
 - vi. Team Sports
 - vii. Weight Training
 - viii. Exercise Class
 - ix. Swimming
 - x. Golf
 - xi. Tennis
 - xii. Yoga
 - xiii. Pilates
 - xiv. Aerobic Classes
 - xv. Hiking
 - xvi. Bowling

VII. APPLICABLE DOCUMENTS

- a. Release and Waiver Form (2.41-1)
- b. Proof Form (2.41-2)

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<i>Signature of Town Manager:</i>	<i>Date:</i>
	6-17-10